

**COUNTY OF ROANOKE**

**SOLICITATION PERMIT INFORMATION**

**Revised March 13, 2001**

**(FOR NONPROFIT CHARITABLE ORGANIZATIONS)**

**ALL QUESTIONS ON THE SOLICITATION PERMIT APPLICATION MUST BE COMPLETED.**

**For further information, please call the Clerk's Office at (540) 772-2005.**

The Roanoke County Code (Sec. 19-21) states, "It shall be unlawful for any person to make any solicitation for the benefit of a charitable nonprofit organization unless a permit for the solicitation has been issued pursuant to the provision of this article. This requirement applies to any solicitation made on the streets, in any public or private place or by mail or telephone." **(Solicitations on public roads, which include the median and public right-of-way, are prohibited.)**

Most charitable organization must also register with the Virginia Commissioner of Agriculture and Consumer Services (State Code Sec. 57-48).

1. Any person desiring a permit shall file a written application with the Clerk to the Board of Supervisors ("Clerk") and upon receipt of that application, the Clerk will make or cause to be made an investigation to verify that the proposed solicitation is to be conducted for nonprofit purposes.
2. The Clerk may require the submission of additional information to fully determine the kind, character, and worthiness of the proposed solicitation and for the security of the County citizens. .
3. If the Clerk finds that any agent or representative of the charitable nonprofit organization is misrepresenting or making untrue statements in the application, the permit request may be denied. Upon the applicant's request, a hearing will be granted before the County Administrator, and if the permit is still denied, the applicant may request a hearing before the Board of Supervisors.
4. The Permit will be revoked if Roanoke County receives written information, or upon investigation finds that: (a) the solicitation has been or is being conducted in a manner endangering the health, life or property of County citizens; (b) it is being represented that in any way that the County endorses the solicitation; (c) the permit holder or any agent or representative is making or has made misrepresentations or untrue statements in conducting the solicitation. However, before such revocation, the Clerk shall give the permittee a minimum of 24 hour's written notice that the County Administrator will hold a hearing to ascertain the facts. If the County Administrator agrees with the revocation of the permit, the permittee may request a hearing before the Board.
5. It is unlawful to engage in soliciting at any residence or on any premises which is posted against solicitation by means of a prominently displayed notice stating "NO SOLICITORS".
6. A solicitor must immediately: (a) state his name to the prospect; (b) identify the charitable organization or the soliciting company he represents on behalf of a charitable organization; and (c) state the reason for his call. A solicitor shall not misrepresent the reason for his call or use any means to misrepresent that the purpose of his call is to solicit contributions.

7. A solicitor must also carry and show, upon request, the soliciting company or charitable organization identification which shall include his name, company or the organization's name and address.
8. A solicitation permit is nontransferable and limited to the organization requesting the permit.